



VIA ELECTRONIC MAIL

Requestor: Manoj Subramaniam
Email: msubrama@mail.ccsf.edu

February 19, 2019

Re: Public Records Request received February 15, 2019

Dear Manoj Subramaniam:

This letter responds to your public records request received by the Mayor's Office via e-mail on February 15, 2019. Specifically, you made the following request addressed to Sean Elsbernd:

"A copy of your appointment calendars, daily schedules or other records sufficient to show all the meetings and other activities since you took office as Mayor London Breed's Chief of Staff on November 7, 2018."

Response Dated February 19, 2019

Thank you for your inquiry. We have reviewed your request and undertaken a search for any responsive records in the possession of the Mayor's Office. Please see the attached calendar entries located in response to your inquiry showing meetings concerning public business attended by Chief of Staff Elsbernd. These records were retained in accordance with the Mayor's Office Records and Document Retention and Disposal Schedule. Please note that the specific calendar maintenance requirements of San Francisco Administrative Code 67.29-5 apply on their face only to "[T]he Mayor, City Attorney, Treasurer, Assessor-Recorder, District Attorney, Public Defender, Sheriff, every member of the Board of Supervisors, and every Department Head" and do not apply to the Chief of Staff or other staffers for such officials. Accordingly, the calendar entries provided herewith were maintained solely for convenience and reference purposes. Please also note that any calendar entries reflecting personal and non-city business have been withheld pursuant to S.F. Admin. Code 67.20(b), California Government Code Sections 6252 and 6254(c), and California Constitution Article I, Section 1.

If you have any questions regarding your request or would like to send another sunshine request, please do not hesitate to contact the Mayor's Office at mayorsunshinerequests@sfgov.org.

Sincerely,

Hank Heckel
Compliance Officer
Office of the Mayor
City and County of San Francisco